

# Secure Mode Policy for the Lutheran High School Association

**Preamble** - It would be naïve to assume that any future terrorist action would remain on the east or west coast. The Detroit Metro area has a number of potential terrorist targets including but not limited to the GM Ren. Center, the Ford complex in Dearborn and SW Detroit, the Chrysler Headquarters and Tech. Center in Auburn Hills, the GM Tech Center and the Army Tank Command in Warren, Selfridge Air Base in Clinton Township, the U of M Research in Ann Arbor, and two nuclear electrical plants in Monroe and Belle River (St. Clair). Furthermore, there is a long permeable border with Canada, which is difficult for the USA to monitor.

The federal government has established the Homeland Security Advisory System to oversee procedures that will protect citizens throughout our nation. When our country is under a high alert (orange), we are asked to be alert, but the business of everyday life should continue as usual. In the case of a severe alert (red), we are asked to increase security measures; however, **the schools will not close unless directed to do so by the Emergency Management Division. The Superintendent's office of the Lutheran High School Association would implement a "Secure Mode" if directed to close by the Emergency Management Division of Homeland Security and/or if a terrorist action would take place in the Southeast Michigan area.**

Therefore, in an effort to be proactive, the following "Secure Mode Policy" has been approved by the Board of Directors on 2/25/03 for immediate implementation in each of our Lutheran High Schools. The "Secure Mode Policy" will be mailed to all families to assure an orderly process designed for maximum safety and security in a time of crisis, which Lord willing will never be the case. Each family will be asked to discuss the implications of the policy for their family and return their **"Preference Form" signed by both parent/guardian and student.**

The Policy also summarizes the decision process for the evaluation of Choir/Band Tours that could result in a change in destinations or cancellation given the "geo-political" conditions. LHSA sponsored Foreign Travel Opportunities would also be subject to this decision process in an effort to be proactive given our risk management and prudent response to "geo-political" conditions.

Key provisions of this "Secure Mode Policy" include:

- 1) The school is a "Closed Campus" during the normal school day.
- 2) Parents/guardians are the final authority in decisions relating to their students with the School as the "substitute parent" during the normal school day, school activities, and other times when students are in the school's care and supervision.
- 3) Distinct standard operating procedures will be implemented when communication with parents is possible.
- 4) Further standard operating procedures will be implemented when an immediate or partial curfew limiting travel has been declared by the Emergency Management Division of Homeland Security or other state or federal government emergency response agency.
- 5) Parent/guardian notification would be necessary to hold any students parents/guardians want retained on the school campus following the normal school day.

## **I. “Secure Mode” Standard Operating Procedures Without A Travel Curfew.**

- A. When a “Secure Mode” has been declared by the Superintendent’s Office of the Lutheran High School Association, **students are prohibited from leaving the school campus either by driving their cars, riding in a student car, or using other forms of transportation as per the signed “Preference Form”** unless the “Preference Form” indicates the parent/guardian prefers to contact the school, gives verification of their identity, and authorizes the student to leave the school. Otherwise, parents/guardians will be expected to pick up their students at school and sign them out. A written log will be kept of all students authorized to leave by their parents/guardians.
- B. All students not authorized by parents/guardians to leave the school will be required to remain at the school until the end of the normal school day (when the “closed campus” no longer exists). At that time students will be free to leave as per usual, unless the parent/guardian has notified the school via the **“Preference Form”** that their student is to remain at the school until the parent/guardian makes arrangements to pick them up or leave the school grounds.
- C. Should Lutheran High School sites be required to evacuate, parents/guardians would need to follow the information provided by state and federal agencies via available media radio or T.V. as to their assigned locations.

## **II. “Secure Mode” Standard Operating Procedures With A State or Federal Mandated Travel Curfew, With Or Without Communication.**

- A. In the case of a state or federal mandated travel curfew, all students will be required to remain at the school until the curfew has been lifted when parents/guardians will be required to authorize the release of their students as per their **“Preference Form.”** A log will be kept by the school of all students who are signed out /authorized to leave by their parents/guardians.

## **III. Decision Process For Reconsideration of Board Approval For Choir/Band Tours And LHSA Sponsored Foreign Study Travel.**

- A. Should “geo-political” conditions require reconsideration of tour or foreign travel destinations, the decision process regarding Choir/Band Tours and all LHSA Foreign Travel will include the local school faculty supervisor, the Principal, the Superintendent, and the LHSA Liability Insurance with parent input appreciated.
- B. Final approval of a recommendation coming from the decision process will be the responsibility of the Board of Directors.
- C. Parents/Guardians are encouraged to purchase “Cancellation Insurance” and understand the terms of the insurance for Foreign Travel Opportunities (unless included in the package).

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

**Parent Preference Form for a LHS A “Secure Mode”**  
(To be signed by parent/guardian and student and returned to your LHS)

Our family has discussed the “Secure Mode Policy” and has the following preference(s) when the travel curfew is not/no longer in effect:

\_\_\_\_\_ My student will be required to stay at the school until he or she can be signed out by a parent or guardian.

\_\_\_\_\_ My student will be required to stay at the school until the end of the normal school day.

\_\_\_\_\_ My student will be required to stay at the school until he or she can be signed out by this authorized person \_\_\_\_\_.

\_\_\_\_\_ My student will be authorized to leave the school and drive their vehicle only with verifiable phone contact from \_\_\_\_\_.

(If no phone contact is possible, the student will not be permitted to leave the school.)

\_\_\_\_\_ My student will be authorized to leave the school and ride with another student only with verifiable phone contact from \_\_\_\_\_ indicating whose car the student has permission to ride in: \_\_\_\_\_

(If no phone contact is possible, the student will not be permitted to leave the school.)

Signed by parent/guardian \_\_\_\_\_ date \_\_\_\_\_

Signed by student \_\_\_\_\_ date \_\_\_\_\_

Date Principal has form on file \_\_\_\_\_